CITE WHILE YOU WRITE BASICS

Your EndNote data, both on the desktop and online, can be used in Microsoft Word on either Windows or Macintosh. The EndNote buttons can be different for different operating systems and different versions of Word. Below you will see the toolbars and buttons for these different versions, so you can recognize the command for your version of Word.

1 INSTALLING THE CITE WHILE YOU WRITE TOOLS FOR WORD

When you install EndNote it will automatically install files into a common program folder, allowing EndNote and Word to communicate and enabling Cite While You Write (CWYW) in Word.

In Word on Windows or Word 2016 on Macintosh you will see a tab on the ribbon, similar to those shown below. In Word 2011 on Macintosh you will see a toolbar and EndNote commands under the Tools menu.

**EndNote Desktop on Windows**

![EndNote Desktop on Windows](image)

**EndNote Basic/Online on Windows**

![EndNote Basic/Online on Windows](image)

**Endnote Desktop on Macintosh, Word 2016**

![Endnote Desktop on Macintosh, Word 2016](image)

**EndNote Basic/Online on Macintosh, Word 2016**

![EndNote Basic/Online on Macintosh, Word 2016](image)

**Endnote Desktop on Macintosh, Word 2011**

![Endnote Desktop on Macintosh, Word 2011](image)
2 USING THE CITE WHILE YOU WRITE TOOLS IN WORD

Below is information about the most-used Cite While You Write tools. These are the tools you would use daily. See the EndNote Help files for information on the remaining Cite While You Write tools.

2.1 GO TO ENDNOTE / GO TO ENDNOTE ONLINE

This command will take you to the EndNote program, where you can select (highlight) references for insertion into your Word document. With EndNote basic/online, it will take you to the logon screen if you are not logged in, or to your EndNote basic/online library if you are logged in.

Desktop on Windows:

Basic/Online on Windows:
(No note you cannot select citations and insert them)

Desktop on Macintosh:
(Word 2016)

Basic/Online on Macintosh:
(Word 2016)
(No note you cannot select citations and insert them)

Desktop on Macintosh:
(Word 2011)

Basic/Online on Macintosh:
(Word 2011)
2.2 INSERT CITATION(S)

This command will provide a search window where you can enter text that is in a field of the EndNote record you want to find. You can then select references from a list of those that contain your search terms and insert them into your paper. (Note: For Windows, click on the magnifying glass icon in the top part of the button to activate it.)

Desktop on Windows:

Basic/Online on Windows:

Desktop on Macintosh: (Word 2016)

Basic/Online on Macintosh: (Word 2016)

Desktop on Macintosh: (Word 2011)

Basic/Online on Macintosh: (Word 2011)
2.3 INSERT SELECTED CITATION(S)

This command will insert the references that are selected (highlighted) in EndNote on the desktop into your document at the location of the Word cursor. This command is not available for EndNote basic/online. (Note: For Windows, click on the bottom part of the Insert Citation button to activate the list of commands available, for Word 2016 on Macintosh, click the down arrow at the right of the button.)

Desktop on Windows:

Basic/Online on Windows: Not Available

Desktop on Macintosh:
(Word 2016)

Basic/Online on Macintosh: (Word 2016) Not Available

Desktop on Macintosh:
(Word 2011)

Basic/Online on Macintosh: (Word 2011) Not Available
2.4 STYLE

If you just want to change the style without changing any of the other bibliography formatting options (such as font or line spacing), the Style drop-down list will allow you to do so.

Desktop on Windows:

Basic/Online on Windows:

Desktop on Macintosh: (Word 2016)

Basic/Online on Macintosh: (Word 2016)

Desktop on Macintosh: (Word 2011)

Basic/Online on Macintosh: (Word 2011)  Not Available, see Configure Bibliography
2.5 CONFIGURE BIBLIOGRAPHY

This command will allow you to change the EndNote style used for your document. It will also let you make other changes to the layout of your bibliography, such as adding a heading above the bibliography or changing the line spacing. When using EndNote on the desktop, it also includes an option to hyperlink the citations to their matching references in the bibliography. (Note: It is best not to link the citations and bibliography on the Macintosh until you are finished with the paper. If linking is turned on for the Mac, whenever you click on a citation it will jump to the bibliography.)
2.6 EDIT & MANAGE CITATION(S)

Use this command to make any changes inside a citation, such as adding page numbers or removing author names from author-date citations. Changes made on the screen will not be permanent because they will not change the code controlling the citation, but changes made through this command will change the code and will be permanent.

Desktop on Windows:

Basic/Online on Windows:

Desktop on Macintosh:
(Word 2016)

Basic/Online on Macintosh:
(Word 2016)

Desktop on Macintosh:
(Word 2011)

Basic/Online on Macintosh:
(Word 2011)
2.7 INSTANT FORMATTING

Instant formatting provides a constant updating of all citations and the bibliography. However, there may be times when it is helpful to turn off this constant updating, such as when you are moving large amounts of text in the document and want EndNote to wait until all the text is in its final location before formatting. This command turns instant formatting on or off for the current document. (Note: Turning instant formatting off for future new documents can be done in the Cite While You Write Preferences.)

Desktop on Windows:

Basic/Online on Windows: Located in Configure Bibliography window

Desktop on Macintosh: (Word 2016)

Basic/Online on Macintosh: (Word 2016) Located in Configure Bibliography window

Desktop on Macintosh: (Word 2011)

Basic/Online on Macintosh: (Word 2011) Located in Configure Bibliography window
2.8 CITE WHILE YOU WRITE PREFERENCES

The Application tab for this command will let you toggle between using your EndNote desktop or online libraries for Cite While You Write. When using your online library, you will have access to groups that have been shared with you through EndNote basic/online. Note that the window immediately below is for the Windows interface, but it is similar for all interfaces.

Desktop on Windows:

Basic/Online on Windows:

Desktop on Macintosh:
(Word 2016)

Basic/Online on Macintosh:
(Word 2016)

Desktop on Macintosh:
(Word 2011)
(extra lines removed)

Basic/Online on Macintosh:
(Word 2011)
(extra lines removed)